



# Retiree Health Care Trust Fund Board

## SPECIAL BOARD MEETING MINUTES

**Monday, January 30, 2023**

**1:00 p.m.**

City and County of San Francisco  
SFERS Office – 1145 Market Street, 6<sup>th</sup> Floor Conference Room  
San Francisco, CA 94103

### **RETIREE HEALTH CARE TRUST FUND BOARD MEMBERS**

*President*

**David Salem**

*Vice President*

**Katharine Petrucione**

*Members*

**Pauline Marx**

**Clare Murphy**

**Edward Walsh**

*Trust Administrator*

**Alison Romano**

### **Disability Access**

The meeting will be held at the SFERS Office, 1145 Market Street, 6<sup>th</sup> floor, San Francisco, CA 94103. The Retiree Health Care Trust Fund Board Meeting Room is wheelchair accessible. Accessible seating is available for persons with disabilities or wheelchairs. The following services are available upon request:

- American Sign Language interpreters will be available upon request.
- A sound enhancement system will be available upon request at the meeting.
- Minutes of the meeting are available in alternative formats.

If you require the use of any of these services, contact Kelsey Lim, Board Secretary, at (415) 487-7507 or by email at [kelsey.lim@sfgov.org](mailto:kelsey.lim@sfgov.org) at least two (2) business days before the meeting.

The closest accessible BART Station is Civic Center, three blocks from City Hall. Use the Market and 8<sup>th</sup> Street exit. Accessible MUNI lines serving this location are: 5, 9, 9L, 19, 47 and the F Line to Market and 8th and the Metro stations at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza adjacent to Davies Hall and the War Memorial Complex.

In order to assist the City's effort to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

### **Summary of Retiree Health Care Trust Fund Board Policy Regarding Public Comment**

Speakers are urged to fill out a speaker card in advance, but may remain anonymous if so desired. A member of the public has up to three minutes to make pertinent public comments before action is taken on any agenda item. A member of the public may comment on any matter within the Board's jurisdiction at the designated time at the end of the meeting. Call Kelsey Lim, Board Secretary, for further assistance at (415) 487-7507 or email at [kelsey.lim@sfgov.org](mailto:kelsey.lim@sfgov.org).

### **Summary of Retiree Health Care Trust Fund Board Policies Regarding Cell Phones and Pagers**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting.

The chair of the meeting may order the removal from the meeting room of any person(s) in violation of this rule.

The chair of the meeting may allow an expelled person to return to the meeting following an agreement to comply with this rule.

### **Knowing Your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public; reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact:

Sunshine Ordinance Task Force  
City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco CA 94103-4689  
(415) 554-7724  
by fax at (415) 554-7854  
or by email at [kelsey.lim@sfgov.org](mailto:kelsey.lim@sfgov.org)

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from the Clerk of the Sunshine Ordinance Task Force or by printing Chapter 67 of the San Francisco Administrative Code located on the Internet at <http://www.sfgov.org/sunshine/>. To review or obtain meeting documents covered under the Sunshine Ordinance contact Kelsey Lim, Board Secretary, SFERS, 1145 Market Street, 5<sup>th</sup> Floor, San Francisco, CA 94103; telephone (415) 487-7507; or send an email with your request to [kelsey.lim@sfgov.org](mailto:kelsey.lim@sfgov.org).

### **Location of materials accompanying agenda items and materials distributed less than 72 hours before meeting.**

Meeting materials are available for inspection and copying during regular business hours at SFERS, 1145 Market Street, 5th Floor, San Francisco, CA 94103; please ask for Sofia Millham, Board Secretary. Any materials distributed to the members of the Board within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection at the same location during regular office hours.

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (SF Campaign & Governmental Conduct Code § 2.100 -2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100; fax (415) 252-3112; or web site [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

# CALENDAR

- **Roll Call**      **Call to Order: 1:10 PM**  
Pauline Marx - Present  
Clare Murphy - Present  
Katharine Petrucione - Present  
David Salem - Present  
Ed Walsh – Not Present
  
- 01302023-02                      **Communications & General Public Comment**  
  
Interim Board Secretary, Steve Worsfold, reviewed public comment procedures for both in person and teleconference.  
  
No Public comment
  
- 01302023-03    Action Item              **Review and Approve January 2023 Board Resolution to Continue to Meet In Person with Some Members Possibly Attending Remotely for at least 30 days pursuant to California Government Code Section 54953(e)**

Documents provided to Board prior to meeting: Staff Memorandum; SF RHCTF Resolution 1.25.2023

**Action:** Moved by Commissioner Petrucione and seconded by Commissioner Murphy to approve the January 2023 Board Resolution to Continue to Meet In Person with Some Members Possibly Attending Remotely for at least 30 days pursuant to California Government Code Section 54953(e)

Ayes: Marx, Murphy, Petrucione, Salem      Nays: None

- 01302023-04    Discussion Item              **Initial Review of Proposed Budget FY 2023-2024 and FY 2024-2025**

Documents provided to Board prior to meeting: Staff Memorandum; Proposed Budget FY 2023-24 and FY 2024-25

Caryn Bortnick, SFERS Chief Operating Officer, noted that the Board was presented with a copy of the proposed budget for FY 2023-2024 and FY 2024-2025, the actual expenditures for FY 21-22 and actual expenditures to date in FY 2023. Ms. Bortnick advised that \$70,000 has been set aside for an election if needed.

President Salem asked if the RHCTF Board had received a directive from the Mayor to decrease its budget in the upcoming fiscal year. Ms. Bortnick confirmed that the Mayor has asked all departments to decrease their budgets, but since the RHCTF Board is not considered a department and its expenses are paid from the Trust, she does not anticipate any issues with the budget as presented.

Commissioner Petrucione asked for clarification on the amounts displayed for the baseline Professional Services budget items. Commissioner Petrucione also raised the issue of an increase in cost for Northern Trust. Ms. Bortnick agreed to look into the Professional Services line item and present the findings at the next meeting.

President Salem asked about spending behavior for professional services. Ms. Bortnick noted that more expenditures are put through for payment in the last half of the fiscal year than in the first half.

**Action:** This was a discussion item only

□ 01302023-05 Discussion Item **Good of the Order**

RHCTF Board members may request that any matter be calendared at a future meeting. All such requests shall be calendared in a reasonable time. (RHCTF Board Operations Policy ¶17.) The Board will not discuss any items requested to be calendared until a subsequent meeting when the matter is included on the agenda with the required public notice.

Commissioner Marx asked about the status of the audit. Ms. Bortnick confirmed that the audit results would be available in two to three weeks and would include the changes requested by Commissioner Marx.

**Action:** This was a discussion item only.

**Adjourned at 1:28 PM**

Next scheduled RHCTF Board Meeting is on Monday, February 13, 2023.